

## EduSourced.com Training Guide

The following is a summary of the essentials in using Edu-Sourced.com as a vehicle to manage many of the experiential learning activities at Rowan University. This tool will help educators manage the projects, students and clients with communications, document control, schedule, and assessment. When a project is completed, the project can be archived for future reference.

This document is not intended to provide all the training necessary to use EduSourced.com to its fullest capability. It is designed to provide the educator with the basic principles and direction to be functional in the classroom.

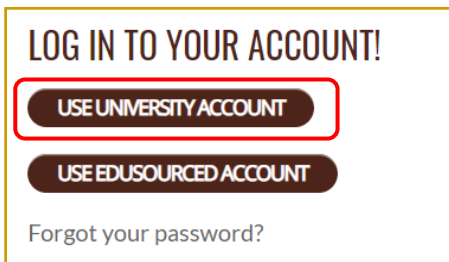
### LOGGING INTO EduSourced.com

All Rowan University faculty has access to EduSourced.com platform. Go to <https://rowanpbl.edusourcedapp.com/login> to access the login page.

Select **"USE UNIVERSITY ACCOUNT"**

This will take you to the Rowan University login screen.

**Note:** If you don't have access, please contact PBL@rowan.edu

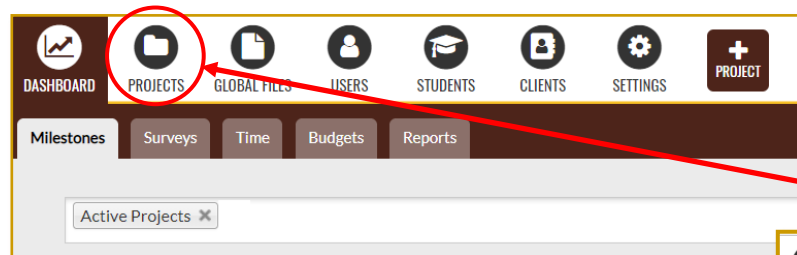


### HELP IS JUST A CLICK AWAY

EduSourced.com provides an extensive help center. The tool, called **Smart-Guide**, is available on every EduSourced page and provides help content relevant to the current page. The tool can be accessed on the right-hand side of the page.

SmartGuide

### VIEWING PROJECTS



The first screen you see will be the **DASHBOARD**. This shows the current state of all the active projects in terms of the pre-determined milestones.

Selecting the **PROJECTS** icon will show a series of tabs as shown below.

**My Projects**—Lists all your active projects once selected

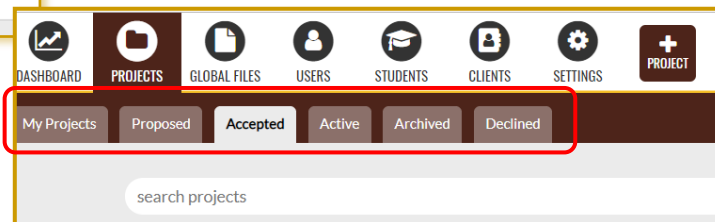
**Proposed**—Client-entered applications

**Accepted**—Approved projects in which you can select.

**Active**—All active projects currently in progress.

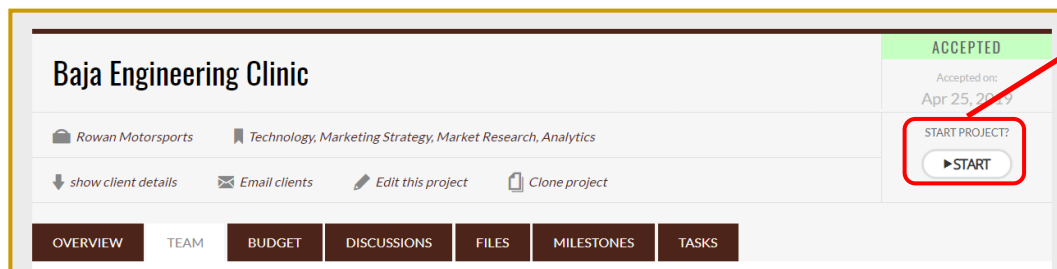
**Archived**—Once a project is completed.

**Declined**—Those projects that were declines at the proposed stage



If you are interested in reviewing the available projects to support your class, select **Accepted** and review the all the active projects. You can select any project and review the details for your application.

### SELECTING A PROJECT



To start a project, select the **START** button.

Once you've started a project, you are ready to start assigning students. We'll discuss this in more detail in the next section.

Once you select a project, the project will be assigned to and can be accessed more conveniently through the **My Projects** tab

## STUDENTS WILL NEED TO REGISTER FOR EDUSOURCED.COM

There are two ways in which to register students in EduSourced.com to participate in a PBL project.

- 1 The first method is to have the students register through the website link below:  
<https://rowanpbl.edusourcedapp.com/apply>
- 2 If you want to register an entire class or a large group (<10), send the PBL Administrator your course list from Banner or view the instructions in the training video.

## HOW DO YOU ASSEMBLE A TEAM FOR A PROJECT

From the EduSourced Dashboard, select the project in which to assemble your team. Once selected, the project page will appear as show below:

1 Select the **Team** tab.

2 Select the **Add a Team Member** button. As an instructor, you will have the option to add the students and any mentors or consultants you may have registered.

## YOU, THE CLIENT & YOUR TEAM ARE READY TO WORK ON THE PROJECT

**OVERVIEW**: Project Details

**TEAM**: A project budget can be included here

**BUDGET**: This is a convenient tool for team members to post questions to each other and the client.

**DISCUSSIONS**: This is a repository for all the files related to the project.

**FILES**: Currently, there are four Milestone's assigned for each project.

**MILESTONES**:

- Team Assignments
- NDA and Code of Ethics (Signed by the students)
- Mid Term Presentations
- Final Presentations and Report

**TASKS**: The Task tab allows team members to assign tasks with date (which prompts emails)

**SURVEYS**: This tab will show you the survey that were completed (by student or client) and those scheduled.

## SURVEYS

One of the biggest benefits of using EduSourced.com is its survey capabilities. We currently have the following survey's to capture various amounts of data for Assurance of Learning, program quality and student evaluations:

- **Student Skills Inventory**—assesses student skills prior to working on a project. Scheduled for *project start*.
- **Student Skills Assessment**—Same as above to gauge increase of skills. Scheduled for when a *project is archived*
- **360 Peer Evaluation**—Survey for students to evaluate each other. *Administered 2 weeks before semester end.*
- **Client Survey**—Survey gauges the quality of the PBL experience. *Administered when project is archived.*
- **Long-term Client Survey**— Survey *administered 3 month's* after project archive to gauge economic impact.